Utah Division of Arts & Museums

FY15 Local Arts Agency Grant Guidelines

CONTACT INFORMATION

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DESCRIPTION

The purpose of **local arts agency grants** is to provide general operating support for local arts agencies to ensure that the cultural, civic, educational and economic benefits of the arts are accessible to every community in the state. Information about local arts agencies and local arts agency grants can be found on our website by clicking HERE.

Deadline for grant submission: June 14, 2014 at 5:00 p.m.

Request range: up to $15,000

See page #6 for a **Guide to Links** for all online links in this document – another way to find all documents referenced in these guidelines.

This is a competitive panel reviewed grant. Funding is not based on previous organizational funding levels. No organization is guaranteed funding from one year to the next.

FUNDING ELIGIBILITY

Who Can Apply?
Officially designated local arts agencies that are either nonprofit 501(c)(3) organizations or are part of a city/county government. This may include councils, boards, committees, and other organizations.

In order to be considered an officially designated local arts agency, the organization must have a Local Arts Agency Designation Agreement

1. signed by a representative of the city/county government recognizing the organization as the official local arts agency for that defined community.

2. indicating that the organization offers their community at least three of the following services:

- General promotion and access for the public to participate in diverse art forms
- Programs that address or respond to the cultural diversity and traditional arts of the community
- Grants to cultural organizations in the community and efforts to fundraise for the arts groups in the defined area the organization serves
- Cultural and community assessment and planning that involves the community
- Producing or presenting programs not otherwise offered within the region such as festivals, public art projects, community theatre, concerts, workshops, etc.
- Economic development efforts that support the creative economy through arts industries
- Providing or managing facilities or venues for the creation and presentation of the arts
- Overseeing a community's art collections, serving as a curator for a community arts museum
- Spearheading arts advocacy efforts in the community
- Offering services to encourage and support innovation in technology and services to local artists and arts organizations

The Local Arts Agency Designation Form can be printed and filled out by clicking here. Return the form to Hilary Amnah via email (hamnah@utah.gov), mail (Utah Arts & Museums, 617 East South Temple, SLC, UT 84102), or fax (801-236-7556). For information or help on the process of becoming an officially designated local arts agency, please contact Wendi Hassan at 801.860.6396 or whassan@utah.gov.

FUNDS may NOT be used for the following:

- Employee or applicant's time or personal gain, paid political advertising, lobbying expenses, for-profit ventures or fundraising expenses.
- Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum
- Fundraisers
- Projects sponsored by or taking place on a college or university campus not involving the community at large in planning, implementation and/or performance of the project
- Activities restricted to an organization's membership
- Prizes, awards, benefits or hospitality (food, refreshments) costs
- Capital improvements, purchase, or long-term lease of equipment or property
- Indirect costs (including facilities & administration, fundraising and other overhead)

Division of Arts & Museums Grant Policies

- Local arts agency grants require a 1:1 cash match. Matching funds must be associated with the organization.
- Organizations may use Utah Arts & Museums funding to support their own grants to regional cultural organizations as long as these grantees do not also receive funding through Utah Arts & Museums' grants in the same fiscal year.
- Utah Arts & Museums funds must be spent between July 1, 2014 and June 30, 2015.

- Late applications are not accepted.
- Paper applications are not accepted.
- Organizations may only receive one Arts & Museums grant per fiscal year.
- Organizations that receive direct line-item funding from the State Legislature for operating expenses are not eligible for funding through the Division of Arts & Museums the same fiscal year in which they receive this direct line-item funding.
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click HERE.
- Grantees must send a letter of appreciation to their legislators thanking them for grants funding and must submit copies with the final evaluation report form. Grantees may participate in Arts Day or Museums Day at the Legislature in lieu of the legislative letter.
- Grantees are required to file a final report within 60 days of the completion of their project or by August 1, 2015, whichever date is earliest.
- Organizations must list their organization name and information on Now Playing Utah.
- Organizations may not apply if there are any outstanding financial or reporting obligations due to Utah Arts & Museums for any grant funded by the division. A synopsis of the previous year's reports/evaluations and legislative letters will be included in this application as part of the panel review.
- College or university departments may apply for and receive more than one grant per institution, but not more than one grant per program or department.

APPLICATION PROCESS

Grants are due by 5:00 PM on June 14, 2015.

BEFORE filling out your application, **DOWNLOAD THE UA&M BUDGET FORM** from our website:
1. To download the operational support budget form, click HERE and scroll down the UA&M community grants web page until you see the budget forms
2. Click on "Operational Support Budget Form" link
3. When prompted, SAVE the file to your DESKTOP and rename it to include your organization's name

Initial Approach
    NEW applicants are encouraged to contact Laurie Baefsky at 801.236.7550 to discuss their proposal and to ensure eligibility under this grant category.

Online submission process – for an online tutorial click here

1. Applications must be submitted online at uamgrants.org. If you are new to the system, click on "new user" and follow the instructions. If you are a returning user, log in. There is also a link on this page to assist you if you have forgotten your password. **NOTE: YOUR REGISTERED EMAIL ADDRESS IS YOUR USER NAME**

    Please note: The online grants system works best if viewed in Chrome or Firefox web browsers. If using Internet Explorer be sure your version is 9.0 or higher.

2. Once logged in click "apply" and then click on the name of the application to open it. Once you have created your application you can return to it as many times as you need to before the deadline. When returning, after logging in, you will select "update." After the deadline, you will no longer be able to work on the application

3. Once you press the submit button, the application is locked and you will no longer be able to view or edit your application. Submitted applications become part of public record. To unlock the application please contact the grants manager. You can view and print your submitted application at any time by logging in to the grants portal at uamgrants.org, selecting "update" and clicking the printer icon to the right of the grant name. You will return to this page to access your final report at the completion of your project.

GRANT PREPARATION & REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. Below is the list of the grant questions in your application.

The panel will evaluate each application based on completeness of the application, inclusion of supplemental materials and answers to the following questions:

- General Information
  - Provide a brief project statement (500 characters including spaces). This text will go on your contract if funded, and panelists will use it as a quick reference.
  - Contact information
  - Federal Employer Identification Number (EIN)
  - DUNS number
  - What is your organization's mission?
  - Number of full-time and part-time employees
  - Number of volunteers
  - Number of seasonal workers
  - What is the total annual attendance at your events?
  - Provide the name/address where the contract needs to be sent if different from above (i.e., for a grant/development office or office of sponsored programs)

- Artistic excellence in programs (30%):
  - Provide a detailed description of the arts-related services your organization will be delivering. Relate your answer to the service areas you indicated on your Local Arts Agency Designation Agreement.
  - Describe the artistic merit and/or innovations your organization will be providing
  - Describe the methods that will be used to ensure excellence in your artistic programs and services (such as establishing a baseline, audience surveys, interviews, rate of return ticket sales). Attach supporting materials showing the artistic quality of your programs. This can include documents and links to web pages or videos. Upload a maximum of three representative samples. For video samples, short clips are recommended.

- Community involvement and access (30%):
  - Identify the community served and explain the needs of your community. Describe any new, nontraditional, and underserved audiences you are planning to reach and the expected impact of your work in your community
  - Describe evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations.
  - Does your organization comply with ADA and Section 504 accessibility requirements (accommodations for people with disabilities)?
  - How does your organization help persons with disabilities have more meaningful access to your events (use of assisted listening devices, audiotape descriptions, video text display of programs, Braille or large-print, etc.)?
  - Are your organization and your events listed on Now Playing Utah?

- Sound management (30%):
  - Explain your organizational structure including board make-up/selection process; staff make-up and responsibilities; and consistent volunteer involvement over the last completed fiscal year
  - Include your long range or strategic plan in this section if you have one
  - Describe your sources of funding and fundraising strategies. Identify and list other sources or means of support (volunteers, in-kind, cash, partnerships, etc.)
  - Explanation of re-granting services (if applicable) and provide list of grantees
  - How will you ensure reaching the people for whom your programs were intended (via marketing, audience development, long-range strategies, etc.)?

- Arts education and learning (10%):
  - Describe in clear detail your organization's educational and community engagement efforts
  - Identify the overall educational needs your organization will strive to meet and what strategies you will use to accomplish these goals

- Supplemental materials to be uploaded:
  - Budget form from the UA&M grants page using the Operational Support Budget form. Applications using a budget form other than the one available on the Utah Arts & Museums grants page will be considered incomplete. Contact the grants manager if you have any problems with the Excel worksheet.
  - Current supporting documentation to demonstrate artistic merit of past work (brochures, playbills, letter of support, MP3's, video clips, etc.)
  - Long range or strategic plan, if applicable

GUIDE TO LINKS FOUND IN THIS DOCUMENT

- **Accessibility planning and resource guide** – arts.gov > artistic fields > accessibility > accessibility resources > publications
- **Budget form** – artsandmuseums.utah.gov > opportunities > grants > operational support budget form
- **DUNS instructions** – artsandmuseums.utah.gov > opportunities > grants
- **Guidelines** – artsandmuseums.utah.gov > opportunities > grants > communities
- **Local Arts Agency Designation Agreement form** – artsandmuseums.utah.gov > resources >local arts agencies
- **Now Playing Utah** – nowplayingutah.com
- **Online grants portal** – uamgrants.org
- **Online grants tutorial** – youtube.com > utahartsandmuseums > accessing the online grants….